



PAL Grievance Procedure

Any coach, parent or player (through his/her parent) registered in the PAL program who believes that inappropriate action has been taken against them by the PAL Administration, may file a formal grievance to the Sports Committee. The Sports Committee is comprised of the Sports Commissioner and two (2) neutral/disinterested Program Administrators. If the grievance is filed against the Sports Commissioner, the Deputy Commissioner shall serve in his/her place. A coach, parent or player (again, through his/her parent), shall file said grievance within seventy-two (72) hours from the complained occurrence. It shall be submitted on the official PAL Internal Grievance Form, with additional sheets attached, if necessary. Only one (1) grievance shall be included on each PAL Internal Grievance Form. The original PAL Internal Grievance Form and two (2) copies thereof shall be filed with the Sports Commissioner. At the same time a complete copy shall be submitted to both the President and Recording Director for the Plantation Athletic League, Inc. ("League"). Until the issue is resolved, any discipline taken against the coach, parent or player, including suspension from participation shall remain in effect. The Sports Commission shall investigate and submit a written report as soon as practical providing the original reply to the person who complained/grieved with a complete copy to both the President and Recording Director for the League.

If the grievance is denied, the matter can be escalated and an appeal taken to PAL Executive Committee. The coach, parent or player (again, through his/her parent), shall file a Notice of Appeal of Decision within seventy-two (72) hours from receipt of notification that his/her initial grievance was denied. The Notice of Appeal of Decision, asking that the decision of the Sports Commission be reviewed, shall be submitted pursuant P.A.L. Grievance Procedure together with a Grievance Appeal Fee of \$100.00. The Notice of Appeal of Decision, a copy of the original PAL Internal Grievance Form, a copy of the decision of the Sports Committee together with a \$100.00 money order [no cash or checks] payable to "Plantation Athletic League, Inc.," shall be filed with the Recording Director for the League. At the same time a complete copy shall be submitted to both the League President and the Sports Commissioner. Until the issue is resolved, any discipline taken against the coach, parent or player, including suspension from participation shall remain in effect. The PAL Executive Committee shall proceed on the appeal in accordance with the official P.A.L. Grievance Procedure.

If the grievance is denied the \$100.00 fee is forfeited to the Plantation Athletic League, Inc. General Fund. If the grievance is upheld the \$100.00 is returned to the complaining party. Strict compliance with the above procedures is required. Failure to strictly comply will result in the summary dismissal of the Grievance and/or Notice of Appeal of Decision. Copies of the official P.A.L. Grievance Procedure and PAL Internal Grievance Form are available from the Recording Director for the League and/or the Sports Commissioner. Identity of the current President, Recording Director and the Sports Commissioner is contained in the PAL Newsletter.

Date of report: _____

Sport: _____ **Commissioner:** _____

Describe in detail the incident that took place that led to this grievance. Please use names of all parties involved and the sports representative that witnessed the event. _____

Date of Incident: _____ **Place or Site of Incident:** _____

Description of events: _____

Has participant been involved in previous incidents? ____ **If yes**, please explain: _____

Was a Park or a Site Incident Report filed by the City? Yes: _____ No: _____

If yes who filed the report: _____

Were the Police involved / called? _____

Witnesses to the event (**List names and phone numbers**)

Disciplinary action taken by sport: _____

PAL Representative present: _____

Grievance Proceedings

Date of Hearing: _____ **Place:** _____

PAL Members assigned to Grievance: _____

Decision of Grievance Committee: _____

Who will notify the parties of the Committee's decision? _____

Signature: _____

Sports Commissioner